

Minutes of the Chicopee Retirement Board monthly meeting held on February 4, 2016 at 2:00 p.m. in the Auditor's Conference Room.

Present: Members O'Shea, Mackechnie, Riley, and Boronski.

Absent: Member Mailhott / Scheduling conflict

Also Present: Susana Baltazar

The Chairman called the regular meeting to order at 2:02 p.m.

**A motion was made by Ms. Boronski and seconded by Mr. Mackechnie to accept and approve the Minutes of the previous monthly meeting held on January 14, 2016. These minutes will be placed on file. ALL IN FAVOR**

**A motion was made by Ms. Riley and seconded by Mr. Mackechnie to accept and approve the executive session minutes of the meeting held on January 14, 2016. These minutes will be placed on file. ALL IN FAVOR**

**A motion was made by Mr. Mackechnie and seconded by Ms. Boronski to concur with the payment of warrant 01/29/2016 and approve monthly expense warrant 02/05/2016. ALL IN FAVOR**

**The following people applied for membership in the system according to statute:**

Doris Roy, School Lunch Department

Katarzyna Tarka, Building Department

Michael Pluta, Retirement Office

Larry Perkins, Chicopee Housing Authority

Jorge Bracetty, Fire Department

Thomas Hill, Fire Department

Jeffrey Pelletier, Fire Department

Zachary Pirog, Fire Department

Vladimir Tokarev, Fire Department

Michael G. Hartling, School Department

Joseph E. Conroy, Police Department

Devan Layton-Stamborski, School Department

These members meet the membership requirements of the system. **A motion was made by Ms. Riley and seconded by Mr. Mackechnie to approve membership. ALL IN FAVOR**

**The following person made a request for an accidental disability retirement allowance according to statute:**

Christopher Thompson – DPW-Highway Department

After discussion and reviewing correspondence from Mr. Thompson regarding the description of the injury, **a motion was made by Ms. Boronski and seconded by Ms. Riley to review his application at the following monthly meeting. ALL IN FAVOR**

**INVESTMENTS-PERFORMANCE REVIEW:** SEI has provided the board with a recent market events update. PRIM provided the board with the monthly report of their Investment Performance as of December 31, 2015.

**SCHEDULE OF BOARD MEETINGS:** The Retirement Board Meetings are normally held on the second Thursday of every month except for the following rescheduled meetings: 6/9/16 to 6/3/16, and 7/14/16 to 7/21/16. Any further changes will be updated monthly.

**REVIEW OF EXECUTIVE SESSION MINUTES:** The reasons for non-disclosure of the following executive session minutes dated July 23, 2015, August 18, 2015, September 14, 2015, October 15, 2015, and November 19, 2015 still exist. **A motion was made by Ms. Boronski and seconded by Ms. Riley to continue to retain these executive session minutes from non-disclosure. ALL IN FAVOR**

**RETIREMENT BOARD MEMBER TRAINING:** Correspondence from PERAC was received regarding the Retirement Board Member Training from 2015 that was completed. Memo #5-2016 was also received outlining the courses available to board members to fulfill the training requirements of a board member for the calendar year 2016.

**STATEMENT OF FINANCIAL INTERESTS:** A reminder regarding the “2015 Statement of Financial Interests (SFI) Filing Required” was received from PERAC. The Statements of Financial Interests will be filed with PERAC by the retirement board members no later than May 1, 2016.

**PERSONNEL BENEFITS OWED:** The benefits were calculated and reviewed that would be due upon the Executive Director’s resignation. After review of the calculation, **a motion was made by Ms. Riley and seconded by Mr. Mackechnie to approve payment of these benefits owed. ALL IN FAVOR**

**SUPPLEMENTAL BUDGET:** The Administrative/Personnel Expenses are greater than anticipated due to personnel changes. **A motion was made by Ms. Riley and seconded by Ms. Boronski to file a supplemental budget in the amount of \$ 40,000.00 for 2016. In accordance with Chapter 32, Section 22, the supplemental budget will be filed with the Chicopee City Council. ALL IN FAVOR**

**STAFFING-HIRING OF EXECUTIVE DIRECTOR:** Interviews were held for the position of Executive Director. After interviewing the qualified candidates and after discussion, **a motion was made by Ms. Boronski and seconded by Ms. Riley to hire Ms. Anna Hamblin as the Executive Director effective February 22, 2016. A motion was also made by Ms. Boronski and seconded by Mr. Mackechnie to begin Ms. Hamblin’s salary at \$ 79,000.00. ALL IN FAVOR**

**The following person made a request for a superannuation retirement allowance according to statute:**

Robert Asselin, Jr., DPW-Parks Department

After discussion and reviewing the statutory provisions for these retirement requests, **a motion was made by Ms. Riley and seconded by Mr. Mackechnie to approve this request for a superannuation retirement. ALL IN FAVOR**

**The following person made a request to revise his retirement date on a previously submitted superannuation retirement allowance application:**

Joseph Thomas, DPW-Sanitation

After discussion, **a motion was made by Mr. Mackechnie and seconded by Ms. Boronski to approve this request for a superannuation retirement. ALL IN FAVOR**

**The following superannuation retirement allowance calculation was prepared for board approval according to statute:**

Gary Matysiewicz, Electric Light Department

**A motion was made by Ms. Boronski and seconded by Mr. Mackechnie to approve the superannuation retirement allowance calculation of this retiree. ALL IN FAVOR**

**PERAC's approval of accidental disability retirement allowance recalculations were received for the following people according to statute:**

Francis Benson, Fire Department

Mark Cassidy, Fire Department

**GROUP CLASSIFICATIONS:** A group classification of a position in the Electric Light Department was received and reviewed. After review, the position of Supervisor of Field Engineer & Garage meets the requirements for a Group 4 classification under M.G.L. Chapter 32, Section 3(2)(g). **A motion was made by Ms. Riley and seconded by Ms. Boronski to change Daniel Maciolek's Group classification from a Group 1 classification to a Group 4 classification as of the date of Mr. Maciolek's promotion, March 1, 2016. Mr. Maciolek will be notified. ALL IN FAVOR**

**LEGAL MATTERS:** We received notice from the Division of Law Appeals regarding the appeal of the Chicopee Retirement Board's decision to deny Ordinary Disability benefits under M.G.L. c. 32, §6 to a member. Attorney Sacco will represent the Board in this matter.

**2015 ANNUAL STATEMENT WORKSHOP:** PERAC held a workshop on the "2015 Annual Statement and Calculating the 3-Year Average Salary" at the Northampton Municipal Building on January 26, 2016. Two staff members attended this workshop.

**PERAC MEMOS**

6. Mandatory Ethics Training
7. 2016 Interest Rate set at 0.1%
8. Actuarial Data
9. Buyback and Make-up Repayment Worksheets

These memos were reviewed and placed on file.

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**REPORTS AND NOTICES:**

- Checking Account Reconciliation Report for the month of December
- Warrant 01/15/2016
- Monthly Transfer Report for the month of January
- SEI Correspondence regarding an Institutional Team Leadership Announcement
- SEI Correspondence regarding a shareholder meeting
- SEI Correspondence regarding the Recent Market Events
- PRIM Notice-Revised December PRIM Board Update
- PERAC Correspondence - PERAC Releases Fund Fee Report
- PERAC Correspondence – Participation in Upcoming Classes


These reports were reviewed and placed on file.

**NEW BUSINESS:** None


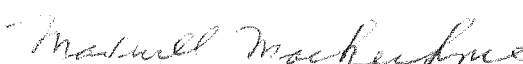
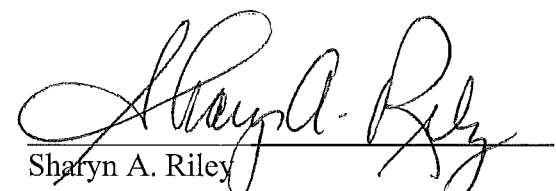
A public meeting will be held on Thursday, March 10, 2016 at 1:45 p.m. to consider granting a Cost Of Living Increase to those retirees and survivors who are eligible as of July 1, 2016.

The next monthly meeting of the Board will be held on Thursday, March 10, 2016 at 2:00 p.m.

**A motion was made by Ms. Boronski and seconded by Ms. Riley to adjourn the meeting at 3:00 p.m. ALL IN FAVOR**

  
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Michael Pluta, Assistant Executive Director

APPROVED: BOARD OF RETIREMENT

  
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Timothy O. O'Shea  
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Maxwell Mackechnie  
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Sharyn A. Riley  
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Debra A. Boronski